

EASIER 101

New Users

Public and Nonpublic Schools

An abstract graphic within a rectangular frame. It features three blue circles of varying sizes. Each circle is composed of concentric rings of different shades of blue. Two thin blue lines originate from the top-left corner and extend towards the circles, while another line extends from the top-right corner towards the bottom-right circle.

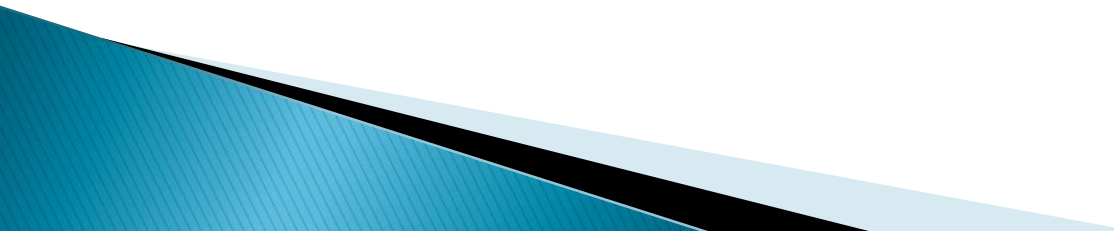
EASIER 101

New Users Guide

A step-by-step guide to EASIER file submission.

**Iowa Department of Education
8/8/2011**

The EASIER Web Application

- ▶ Opening the Web Site
 - ▶ Logging Into the Applications Server
 - ▶ Application Menu
 - ▶ File Processing
 - ▶ Errors and Warnings
 - ▶ Viewing Reports
 - ▶ Review and Certify
- 

OPENING THE WEB SITE

- ▶ The Iowa Department of Education Project EASIER BEDS data upload site can be found at the following URL:
- ▶
- ▶ **<https://www.edinfo.state.ia.us>**
- ▶

Logging in



The screenshot shows a Windows Internet Explorer browser window displaying the login page for the Iowa Department of Education (IDOE) Web Application Server. The page features the IDOE logo and a warning about encryption. It includes input fields for 'Login ID' and 'Password', a 'Submit' button, and a 'Forgot Password' link. A note for 'Attention Child Nutrition Program Customers' provides a specific login link for CNP2000.

Log In - Windows Internet Explorer

File Edit View Favorites Tools Help

Log In

 Iowa Department of Education 

IDOE Web Application Server

 This Site Is Secured By Encryption
DO NOT USE YOUR REFRESH, BACK, OR FORWARD BROWSER BUTTONS WHILE USING THIS WEBSITE!
Please enter a Login ID/Password and click on the submit button.

Login ID:

Password:

If you have forgotten your password:
please enter your email address in the Login ID field
and click on the Forgot Password button.

Attention Child Nutrition Program Customers
For those going to access CNP2000,
please use the following hyperlink: <http://www.edels.state.ia.us/CNP-Login.asp>
Once at this website, please be sure to bookmark page or save to Favorites.

These browsers can be obtained at no cost by clicking on the appropriate icon below:

- ▶ Login ID
- ▶ Password

Select correct session and year:

The screenshot shows a web browser window titled 'applications menu - Windows Internet Explorer'. The page header includes the Iowa Department of Education logo and the text 'Iowa Department of Education'. Below the header, there is a section titled 'APPLICATION MENU' with a login bar showing 'Login: PaulMiller3', 'User: Paul Miller', and 'State De Processing Des Moines, Ia'. A 'Change Password' button is also present. The main content is a table with three columns: 'APPLICATION', 'STATUS', and 'DUE DATE'. The table lists several applications, with 'Project EASIER Fall 2011' highlighted by a red arrow and a black circle.

APPLICATION	STATUS	DUE DATE
Dropout Report	Available	12/16/2010
PEACE/Supplementary Weighting Preview	Available	
Project EASIER Fall 2010	Available	
Project EASIER Fall 2011	Available	10/11/2011
Project EASIER Spring 2010	Available	
Project EASIER Spring 2011	Available	6/28/2011
Project EASIER Winter 09-10	Available	
Project EASIER Winter 10-11	Available	1/31/2011
Exit		

1. [Submit File](#)
2. [Edit, Review, and Approve File Data](#)
3. [Review and Certify District Data](#)

Select file to upload

EASIER - Submit File

Select Your File:

Please click the Upload button only once.
Upload time may vary depending on the size of the file being submitted.

All goes well

EASIER - Upload Result

Your file "newton test.txt" has been received and has been assigned **File ID 2676.**
Your file is now ready to be loaded into the EASIER system.

Click "Continue" below to move to the next step, or you will be automatically forwarded to the next step in 2 minutes.

Continue to Next Step ►

EASIER - File Error

The following error has been found with **File ID 15: Invalid Header in File**

Please contact the Department of Education for assistance.

[Main Menu](#)



For assistance, contact:

[Margie Hanson](#) 515-281-3214

[Rachel Kruse](#) 515-281-4153

[Gary Kirchhoff](#) 515-281-6278

Any available consultant: 515-242-5976

Series of data checking

EASIER - Upload Result

EASIER - Reading Student Records

EASIER - Validation

EASIER - File Summary (File ID 2676)

School District

Error and Warning List

View and Correct ▶	Data Validation Errors	1
View and Correct ▶	Data Validation Warnings	17

- Review your errors and warnings
 - Modify your data to address the errors or warnings using the "View and Correct" buttons above
 - After modifying your data, you must repeat validation to check your file again
 - You must address all errors to continue to the next step
 - If you have more than 30 errors of any type, you must submit a new file after modifying the data in your student information system

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[STOP Abandon this File STOP](#)

[↕ Repeat Data Validation](#)

Records Summary

View ▶	Schools	9
View ▶	Students	3728
View ▶	Courses	511
View ▶	Suspensions / Expulsions	964
View ▶	Program Indicators / Data Elements...	

- Review the brief summary of the data in your file
 - Click the "View" buttons to see detailed listings in each category
 - If you no longer wish to work with this file, you may abandon it
 - Once you have addressed all errors above, you may continue to the next step

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[STOP Abandon this File STOP](#)

[Fix Errors to Continue](#)

File is ready to View:

Filter File List By:

— Select view — ▾

ALL FILES: All Uploaded Files

File ID	File Name	Size	Time File Created	Time File Submitted	Current Status		SIS	Version
26	Newman Catholoc Secondary Text Changes Last1c No Headers no tabs.txt	373063	6/1/2011 11:37:00 AM	7/26/2011 8:45:00 AM	File Checked for Errors / Warnings	View ▶	PowerSchool	6.2.2.2.0105

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EASIER - File Summary (File ID 2676)

School District

Error and Warning List

View and Correct ▶	Data Validation Errors	1
View and Correct ▶	Data Validation Warnings	17

- Review your errors and warnings
 - Modify your data to address the errors or warnings using the "View and Correct" buttons above
 - After modifying your data, you must repeat validation to check your file again
 - You must address all errors to continue to the next step
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[STOP Abandon this File STOP](#)

[↕ Repeat Data Validation](#)

Records Summary

View ▶	Schools	9
View ▶	Students	3728
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View ▶	Program Indicators / Data Elements...	

- Review the brief summary of the data in your file
 - Click the "View" buttons to see detailed listings in each category
 - If you no longer wish to work with this file, you may abandon it
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[STOP Abandon this File STOP](#)

[Fix Errors to Continue](#)

Errors!

Error and Warning List		
View and Correct ▶	Data Validation Errors	37
View and Correct ▶	Data Validation Warnings	17

Error and Warning List		
View ▶	Data Validation Errors	2238
View ▶	Data Validation Warnings	32

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Maximum of 30 before creation of new file

Goal is "0"

Filter File List By:

— Select view — ▾

ALL FILES: All Uploaded Files

File ID	File Name	Size	Time File Created	Time File Submitted	Current Status		SIS	Version
26	Newman Catholoc Secondary Text Changes Last1c No Headers no tabs.txt	373063	6/1/2011 11:37:00 AM	7/26/2011 8:45:00 AM	File Checked for Errors / Warnings	View ▶	PowerSchool	6.2.2.2.0105

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Selecting File to edit

Filter File List By:

— Select view — ▾

ALL FILES: All Uploaded Files

File ID	File Name	Size	Time File Created	Time File Submitted	Current Status		SIS	Version
20	Newman Catholoc Secondary Text Changes Last1c No Headers no tabs.txt	373063	6/1/2011 11:37:00 AM	7/12/2011 2:51:00 PM	File Checked for Errors / Warnings	View ▶	PowerSchool	6.2.2.2.0105
19	Newman Catholoc Secondary Text Changes Last1b No Headers Full no tabs.txt	373037	6/1/2011 11:37:00 AM	7/12/2011 2:31:00 PM	File Abandoned	View ▶	PowerSchool	6.2.2.2.0105
18	Newman Catholoc Secondary Text Changes Last1 No Headers full no tabs.txt	373063	6/1/2011 11:37:00 AM	7/12/2011 1:10:00 PM	File Abandoned	View ▶	PowerSchool	6.2.2.2.0105
17	Newman Catholoc Secondary Text Changes Last1 No Headers Short no tabs.txt	10962	6/1/2011 11:37:00 AM	7/12/2011 12:21:00 PM	File Abandoned	View ▶	PowerSchool	6.2.2.2.0105
16	Newman Catholoc Secondary Text Changes final2a no header-column Small Set no tabs.txt	9033			File Registered with EASIER	View ▶	No SIS Data	
15	Newman Catholoc Secondary Text Changes final2a no header-column Small Set.txt	14557			File Registered with EASIER	View ▶	No SIS Data	
11	Newman Catholoc Secondary Changes final2a no tabs 2011-12.txt	354363	6/1/2011 11:37:00 AM	7/11/2011 1:49:00 PM	File Checked for Errors / Warnings	View ▶	PowerSchool	6.2.2.2.0105

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Use Select View

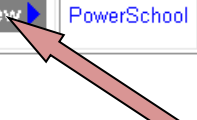
Filter File List By:

USABLE FILES: All Files Further Processing

— Select view —
— Select view —
All Files
Usable Files
Clean Files
Approved Files

File ID	File Name	Size	Time Created	Time Submitted	Current Status		SIS	Version
20	Newman Catholic Secondary Text Changes Last1c No Headers no tabs.txt	373063	6/1/2011 11:37:00 AM	7/12/2011 2:51:00 PM	File Checked for Errors / Warnings	View	PowerSchool	6.2.2.2.0105
11	Newman Catholic Secondary Changes final2a no tabs 2011-12.txt	354363	6/1/2011 11:37:00 AM	7/11/2011 1:49:00 PM	File Checked for Errors / Warnings	View	PowerSchool	6.2.2.2.0105

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File Processing – Errors

EASIER - View and Correct Errors

Errors are generated during Data Validation if data in your file is missing or invalid.
The Error Descriptions on the following pages identify the fields creating these errors.

Errors must be corrected to continue processing this file.

View and Correct ▶	Errors Related to Student Demographic Data
View and Correct ▶	Errors Related to Curriculum Data
View and Correct ▶	Errors Related to Enrollment Records

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Student Demographics

EASIER - View and Correct Student Demographic Data Errors

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Errors Related to Student Demographic Data

School	State Student ID	Local Student ID	Student Name	Error Description	Value	New Value
8105	4257169589	68	Acosta, Caitlin	Entry Date in District must be a valid date in the format of MM/DD/YYYY		<input type="text"/>
8105	3732783984	454	Baird, Jay	Race / Ethnicity information is incomplete, Please click on the student name to correct	0	Please Select a Value ▼
8105	3128383373	82	Follman, Blake	Entry Date in District must be a valid date in the format of MM/DD/YYYY		<input type="text"/>
8105	4214486964	552	Hartsell, Sarah	Race / Ethnicity information is incomplete, Please click on the student name to correct	0	Please Select a Value ▼
8105		203	Smith, Jenna	State Student ID must be a valid 10-digit number		<input type="text"/>

[Save the New Values](#)

Courses

EASIER - View And Correct Course Errors

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Errors Related to Courses

School	Local Course Number	Local Course Name		Error Description	Value	New Value
8105	10011NH	NIACC Composition and Speech II	Details	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	10013NH	NIACC Art Appreciation	Details	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	10033NH	NIACC Sports Nutrition	Details	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	1008NH	NIACC Composition II	Details	Common Course Number is not valid	0001	<input type="text" value="0001"/>
8105	1009NH	NIACC Composition I	Details	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	3000NH	NIACC Field Experience & Seminar	Details	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	37NH	NIACC Int Teaching	Details	Common Course Number is missing for college-credit course provided by a community college		<input type="text"/>
8105	37NH	NIACC Int Teaching	Details	SCED Carnegie Unit must be greater than 0.00 for Course Origination 2, 3, 4, 5, 6, 7, 8, 9, or 10	19151c00000	<input type="text" value="19151c00000"/>

[Save the New Values](#)

Enrollment

EASIER - View and Correct Enrollment Record Errors

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Errors Related to Enrollment Records

School	State Student ID	Local Student ID	Student Name		Error Description	Value	New Value
8105	9798429938	11160	Fuerhoff, Katherine	Details	Days Enrolled cannot be 0 for a student with an FTE > 0.00 whose Enrollment Period has not ended	0	<input type="text" value="0"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required for student with more than one Enrollment Period		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required for student with more than one Enrollment Period		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required when Exit Code is present		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Resident County must be a valid 2-digit number		<input type="text" value="Please Select a Value"/>
8105	6807318204	11656	Gallien, Kayla	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	2899026653	11664	Kirkpatrick, Breana	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	7097467632	11688	Lopez, Andrew	Details	Entry Date cannot precede Entry Date into District	01/27/2011	<input type="text" value="01/27/2011"/>
8105	4628725578	11669	Metros, Kiersten	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	4861524822	351	Timmons, Emily	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>

[Save the New Values](#)

File Processing – Warnings

Error and Warning List		
View and Correct ▶	Data Validation Errors	24
View and Correct ▶	Data Validation Warnings	28

EASIER - View And Correct Course Warnings

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Warnings Related to Courses



School	Local Course Number	Local Course Name		Error Description	Value	New Value
8105	13NH	Religion IV	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	9999999	<input type="text" value="9999999"/>
8105	6EXBD	6 Band	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	979701	<input type="text" value="979701"/>
8105	6LAR	6 Language Arts	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	366428	<input type="text" value="366428"/>
8105	6RED	6 Reading	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	366428	<input type="text" value="366428"/>
8105	78EXBD	Band	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	979701	<input type="text" value="979701"/>
8105	8LAR	8 Language Arts	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	366428	<input type="text" value="366428"/>
8105	8LAR	8 Language Arts	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	366428	<input type="text" value="366428"/>
8105	8NH	Study Hall	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	9999999	<input type="text" value="9999999"/>

Student Demographics – Errors

EASIER - View and Correct Student Demographic Data Errors

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Errors Related to Student Demographic Data

School	State Student ID	Local Student ID	Student Name	Error Description	Value	New Value
8105	4257169589	68	Acosta, Caitlin	Entry Date in District must be a valid date in the format of MM/DD/YYYY		<input type="text"/>
8105	3732783984	454	Baird, Jay	Race / Ethnicity information is incomplete, Please click on the student name to correct	0	Please Select a Value 
8105	3128383373	82	Follman, Blake	Entry Date in District must be a valid date in the format of MM/DD/YYYY		<input type="text"/>
8105	4214486964	552	Hartsell, Sarah	Race / Ethnicity information is incomplete, Please click on the student name to correct	0	Please Select a Value 
8105		203	Smith, Jenna	State Student ID must be a valid 10-digit number		<input type="text"/>

[Save the New Values](#)

Pop-up choices?

School	State Student ID	Local Student ID	Student Name	Error Description	Value	New Value
8105	4257169589	68	Acosta, Caitlin	Entry Date in District must be a valid date in the format of MM/DD/YYYY		<input type="text"/>
8105	3732783984	454	Baird, Jay	Race / Ethnicity information is incomplete, Please click on the <u>student name</u> to correct	0	<div> Please Select a Value ▼ </div> <div> Please Select a Value </div>
8105	3128383373	82	Follman, Blake	Entry Date in District must be a valid date in the format of MM/DD/YYYY		<div> Please Select a Value ▼ </div> <div> (1) Yes (0) No </div>
8105	4214486964	552	Hartsell, Sarah	Race / Ethnicity information is incomplete, Please click on the student name to correct	0	<div> Please Select a Value ▼ </div>
8105		203	Smith, Jenna	State Student ID must be a valid 10-digit number		<input type="text"/>

Data Element	Current Value		Ne
Basic Student Information			
State Student ID	3732783984		
School Number	8105	<input type="text" value="8105"/>	
Local Student ID	454		
Birth Date	01/18/1996	<input type="text" value="01/18/1996"/>	Select Date
Grade Level	09	(09) Ninth <input type="button" value="v"/>	
Hispanic	0	(0) No <input type="button" value="v"/>	
American Indian or Alaska Native	0	(0) No <input type="button" value="v"/>	
Asian	0	(0) No <input type="button" value="v"/>	
Black or African American	0	(0) No <input type="button" value="v"/>	
Native Hawaiian or Other Pacific Islander	0	(0) No <input type="button" value="v"/>	
White	0	(0) No <input type="button" value="v"/>	
Gender	M	(M) Male <input type="button" value="v"/>	
Homeroom Teacher Folder Number		<input type="text"/>	
Entry Date into District	08/22/2001	<input type="text" value="08/22/2001"/>	Select Date

Courses – Errors

EASIER - View And Correct Course Errors

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Errors Related to Courses

School	Local Course Number	Local Course Name		Error Description	Value	New Value
8105	10011NH	NIACC Composition and Speech II	Details	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	10013NH	NIACC Art Appreciation	Details	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	10033NH	NIACC Sports Nutrition	Details	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	1008NH	NIACC Composition II	Details	Common Course Number is not valid	0001	<input type="text" value="0001"/>
8105	1009NH	NIACC Composition I	Details	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	3000NH	NIACC Field Experience & Seminar	Details	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	37NH	NIACC Int Teaching	Details	Common Course Number is missing for college-credit course provided by a community college		<input type="text"/>
8105	37NH	NIACC Int Teaching	Details	SCED Carnegie Unit must be greater than 0.00 for Course Origination 2, 3, 4, 5, 6, 7, 8, 9, or 10	19151c00000	<input type="text" value="19151c00000"/>

[Save the New Values](#)

Course Information

School	Local Course Number	Local Course Title	Common Course Number	Accreditation Program Area	Course Origination	SCED Course Code
8105	18011NH	NIACC Composition and Speech II		0	1	0

[Modify](#)

Section Information

Local Course Section	Section Start Indicator	Section Teacher Folder Number	Institution Providing Section	Section FTE for Supplementary Weighting	Section Delivery Method
1	0	198742	4131	0.000	

Course Information

Data Element	Value
School	8105
Local Course Number	10011NH
Local Course Title	NIACC Composition and Speech II
Common Course Number	<input type="text"/>
Accreditation Program Area	Current Value: 0 <input type="button" value="v"/>
Course Origination	Current Value: 1 <input type="button" value="v"/>
SCED Course Code	<input type="text" value="0"/>

Section Information

Local Course Section	Section Start Indicator	Section Teacher Folder Number	Institution Providing Section	Section FTE for Supplementary Weighting	Section Delivery Method
1	Current Value: 0 <input type="button" value="v"/>	198742	Current Value: 4131 <input type="button" value="v"/>	0.000	<div> Current Value: <input type="button" value="v"/> <ul style="list-style-type: none"> (1) Face to Face (2) Internet (3) ICN (4) IPTV (5) Satellite (6) Other </div>

Save Changes

Must Save after each change.

Enrollment – Errors

EASIER - View and Correct Enrollment Record Errors

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Errors Related to Enrollment Records

School	State Student ID	Local Student ID	Student Name		Error Description	Value	New Value
8105	9798429938	11160	Fuerhoff, Katherine	Details	Days Enrolled cannot be 0 for a student with an FTE > 0.00 whose Enrollment Period has not ended	0	<input type="text" value="0"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required for student with more than one Enrollment Period		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required for student with more than one Enrollment Period		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required when Exit Code is present		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Resident County must be a valid 2-digit number		<input type="text" value="Please Select a Value"/>
8105	6807318204	11656	Gallien, Kayla	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	2899026653	11664	Kirkpatrick, Breana	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	7097467632	11688	Lopez, Andrew	Details	Entry Date cannot precede Entry Date into District	01/27/2011	<input type="text" value="01/27/2011"/>
8105	4628725578	11669	Metros, Kiersten	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	4861524822	351	Timmons, Emily	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>

[Save the New Values](#)

Multiple errors – one problem?

EASIER - View and Correct Enrollment Record Errors

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Errors Related to Enrollment Records

School	State Student ID	Local Student ID	Student Name		Error Description	Value	New Value
8105	9798429938	11160	Fuerhoff, Katherine	Details	Days Enrolled cannot be 0 for a student with an FTE > 0.00 whose Enrollment Period has not ended	0	<input type="text" value="0"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required for student with more than one Enrollment Period		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required for student with more than one Enrollment Period		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required when Exit Code is present		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Resident County must be a valid 2-digit number		<input type="text" value="Please Select a Value"/>
8105	6807318204	11656	Gallien, Kayla	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	2899026653	11664	Kirkpatrick, Breana	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	7097467632	11688	Lopez, Andrew	Details	Entry Date cannot precede Entry Date into District	01/27/2011	<input type="text" value="01/27/2011"/>
8105	4628725578	11669	Metros, Kiersten	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	4861524822	351	Timmons, Emily	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>

[Save the New Values](#)

School	State Student ID	Local Student ID	Student Name	Entry Date	Entry Code	CPI Dual Enrollment	FTE	Days Enrolled	Days Present	Days Unexcused	
8105	9798429938	11160	Fuerhoff, Katherine	08/17/2010	1	99	1.00	179	168.0	0	
Modify	8105	9798429938	11160	Fuerhoff, Katherine	08/17/2010	1	99	1.00	0	0.0	0

Two Records

School	State Student ID	Local Student ID	Student Name	Entry Date	Entry Code	CPI Dual Enrollment	FTE	Days Enrolled	Days Present	Days Unexcused	
Modify	8105	9798429938	11160	Fuerhoff, Katherine	08/17/2010	1	99	1.00	179	168.0	0
	8105	9798429938	11160	Fuerhoff, Katherine	08/17/2010	1	99	1.00	0	0.0	0

Multiple errors – one problem?

EASIER - View and Correct Enrollment Record Errors

[◀ Back to Previous Page](#)

Errors Related to Enrollment Records

School	State Student ID	Local Student ID	Student Name		Error Description	Value	New Value
8105	9798429938	11160	Fuerhoff, Katherine	Details	Days Enrolled cannot be 0 for a student with an FTE > 0.00 whose Enrollment Period has not ended	0	<input type="text" value="0"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required for student with more than one Enrollment Period		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required for student with more than one Enrollment Period		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required when <u>Exit Code</u> is present		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Resident County must be a valid 2-digit number		<input type="text" value="Please Select a Value"/>
8105	6807318204	11656	Gallien, Kayla	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	2899026653	11664	Kirkpatrick, Breana	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	7097467632	11688	Lopez, Andrew	Details	Entry Date cannot precede Entry Date into District	01/27/2011	<input type="text" value="01/27/2011"/>
8105	4628725578	11669	Metros, Kiersten	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	4861524822	351	Timmons, Emily	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>

[Save the New Values](#)

Record that says it has Exit Code but no Exit Date

Enrollment Period In												
School	State Student ID	Local Student ID	Student Name	Entry Date	Entry Code	CPI Dual Enrollment	FTE	Days Enrolled	Days Present	Days Unexcused	Resident District	Resident County
8105	9798429938	11160	Fuerhoff, Katherine	08/17/2010	1	99	1.00	179	168.0	0	4131	17
Modify	8105	9798429938	Fuerhoff, Katherine	08/17/2010	1	99	1.00	0	0.0	0	4131	

Enrollment Period Information	
Data Element	Value
School	8105
State Student ID	9798429938
Local Student ID	11160
Student Name	Fuerhoff, Katherine
Entry Date	08/17/2010
Entry Code	Current Value: 1
CPI Dual Enrollment	Current Value: 99
FTE	1.00
Days Enrolled	0
Days Present	0.0
Days Unexcused	0
Resident District	Current Value: 4131
Resident County	Current Value:
Accountable District	Current Value:
Nonpublic School Number	Current Value:
Foster Care	Current Value: 0
Service Provider / Facility	
Service / Facility Type	Current Value: 99
Exit Date	
Exit Code	Current Value: 14
Receiving Svcs	Current Value: 0
Destination Code	Current Value: 99
Destination Location	Current Value:
Record Sequence	02

Save Changes



Repeat Data Validation

EASIER - Validation

Error and Warning List

View and Correct ▶	Data Validation Errors	24
View and Correct ▶	Data Validation Warnings	28

- Review your errors and warnings
 - Modify your data to address the errors or warnings using the "View and Correct" buttons above
 - After modifying your data, you must repeat validation to check your file again
 - You must address all errors to continue to the next step
 - If you have more than 30 errors of any type, you must submit a new file after modifying the data in your student information system

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STOP Abandon this File STOP

↕ Repeat Data Validation

Error and Warning List

View and Correct ▶	Data Validation Errors	20
View and Correct ▶	Data Validation Warnings	28

Do you remember all the changes
we made?

Sure hope so.

Make all the same changes in your
SIS



Don't forget Warnings...

Error and Warning List		
View and Correct ►	Data Validation Errors	20
View and Correct ►	Data Validation Warnings	28

- Final Goal is “0” Errors
- As few Warnings as possible

“0” Errors – Continue...

Records Summary

View ▶	Schools	1
View ▶	Students	347
	Courses	0
	Suspensions / Expulsions	0
View ▶	Program Indicators / Data Elements...	

- Review the brief summary of the data in your file
 - Click the "View" buttons to see detailed listings in each category
 - If you no longer wish to work with this file, you may abandon it
 - Once you have addressed all errors above, you may continue to the next step

[◀ Back to Previous Page](#)

[STOP Abandon this File STOP](#)

[Continue to Next Step ▶](#)

Review Reports

- Just a few that are available
- You or someone needs to review
- Approve File (each school)

EASIER - Preview BEDS Data (File ID 2673)

Comm School District

These reports reflect the data in the current file.
IT IS IMPORTANT TO REVIEW ALL OF THESE ITEMS.
 After items have been reviewed, "Approve File" to include this file in certification.

All data in this file is presented for review.
 Italicized items are excluded from certification.

Teacher Data

Homeroom Teacher Folder Number
 Section Teacher Folder Number

Enrollment Data

Status	Details
Most Recent Enrollment Period	<i>CPI Dual Enrollment</i>
Entry Code -- Active Students	FTE
Entry Code / Resident District	Attendance
Exit Code -- Inactive Students	Days Unexcused
Exit Code / Destination Code	Resident County
Dropout	Accountable District
Enrollment Period History	Nonpublic School Number
<i>Foster Care Claim</i>	<i>Foster Care</i>
	Service Provider / Facility
	Service / Facility Type
	Receiving Educational Services
	Destination Location

Student Data

Quick View

Basic Student Information

Hispanic / Latino
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Pacific Islander
 White

Last chance –Approval


Give Final Approval


Course Data	
Students / PSEO Courses	27 / 25 1
PSEO Classes for Certified Enrollment	0 11

NOTE:

- 1 All Students
- 2 Active Students and Graduates; Entry Codes 1, 2, 3, 4, 5, 10, 11, 15, 17, 19
- 3 BEDS Entry Codes; Exit Code 27
- 4 BEDS Entry Codes; Exit Codes 4, 6; Grades 7-12
- 5 All Students; Grades PK1EP, PK4 (Grant-funded), PK5 - 12
- 8 All Students; BEDS Entry Codes
- 10 All Students; BEDS Entry Codes; Grades 9-12
- 11 All Students; Entry Codes 6, 8, 9, 12, 14, 21, 23, 27, 29; Grades 9-12; Enrolled in Classes

File ID	File Name	Time File Created	Time File Submitted
33	Newton Test File.txt	4/13/2011 8:57:00 AM	4/20/2011 9:23:00 AM





For assistance, contact:
[Margie Hanson](#) 515-281-3214
[Rachel Kruse](#) 515-281-4153
[Gary Kirchhoff](#) 515-281-6278

Any available consultant: 515-242-5976

Review and Certify District

- More reports to review
- Certify is only available if all buildings approved

EASIER CERTIFICATION Spring 2011

School District

District is not ready for certification
Students Transferred within District with no Additional Enrollment
End or Change Enrollment with no Additional Enrollment
PSEO amounts do not agree

[Certify District](#) [EASIER Application Menu](#)

Please Review Potential Student Errors

Your Spring 2011 data is compared below with data from Fall 2010.
Reports with changes of +/- 20% from previous reports, or where totals are "0"
below as Warnings.

If your Spring 2011 data is correct, click the checkbox under "Accept Warnings".
To modify file data, click the Edit link in the file list at the bottom of this page.
To abandon a file, click the Abandon link and submit a new file.

Summary Information						Save
Reports	Description	Detail	Spring 2011	Spring 2010	Fall 2010	Accept Warnings
Student Enrollment and Attendance						
ALL Students	ALL Students		3728		3587	
Graduation Status	Grade level 9-12. Students with BEDS Entry Code and Graduation Status is 1	Detail	228	256		
Service Provider/Facility	Service Provider/Facility field is populated for Students with BEDS Entry Code AND/OR students with Exit Code = '27'					
Dropouts	Grade level 7-12. Students with BEDS Entry Code, and Students with Exit codes of 4 and 6 AND Exitdate after 10/01/2010		22	28		
Building Summary	Building Summary					
Missing/Duplicates	Grade level K-12. Students funded on Fall10 Certified Enrollment and students with Entry Code '15'					
Attendance Rate	ALL Students. Days Enrolled and Days Present	Detail	95.80%	95.00%		
Students with Days Unexcused	Days Unexcused is Greater than Zero		762	744		

Summary

1. File is extracted from your SIS and saved on your desktop
2. Log into EdInfo – select EASIER application
3. Click on Step #1 to upload your saved file(s) into the EASIER system
4. Check and clean any validation errors (and warnings if necessary)
5. Review file reports to ensure file is complete and accurate
6. Approve file
7. Once all buildings have submitted and approved files, the district is ready to certify
8. Contact an EASIER consultant if you have any questions/concerns regarding any of the steps above

Contacts

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Questions?